

Volunteer Induction

Bribie Island Golf Club

WARNING TO VOLUNTEERS

- 1. Volunteers must read and sign this document before completing any volunteer work at Bribie Island Golf Club.**
- 2. You can be charged by WHS Qld for failing to comply with the Policies, Procedures or Safety Directions from Bribie Island Golf Club
- IT IS AN OFFENCE TO BREACH CLUB SAFETY RULES.**

The Law S.28 WH&S Act 2011

While at work, a worker (Volunteer) must:

- a) Take reasonable care for his or her own health and safety
- b) Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- c) Comply, so far as reasonable able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act
- d) Cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health and safety at the workplace that has been notified to the workers (volunteers)

Volunteer Safety Rules

- All volunteers must sign in at the Greens Shed upon arrival and inform the Superintendent or 2IC of your arrival. You must sign out at the greens shed when leaving (it is not acceptable to sign in and out at the same time when you arrive).
- Volunteers are only permitted to complete work at the Club when the Superintendent or 2IC is on shift.
- Volunteer work is only permitted after 7am on the designated day.
- A maximum of 12 volunteers permitted at any one time. Volunteers will work in a minimum group of 3 people.
- DO NOT OPERATE ANY EQUIPMENT UNTILL YOU HAVE BEEN TRAINED AND DEEMED COMPETENT BY THE SUPERINTENDENT OR THE 2IC.
- All volunteers should be fit for duty when commencing and during the course of their shift.
- If you are suffering any illness, consider staying at home to prevent the spread of illness.
- If for any reason during your shift you become unable to safely complete your duties, you must immediately notify the Superintendent.
- If you are injured, you may require a clearance certificate from a doctor to confirm you are fit to perform your duties at work.

- No Private Vehicles authorised on the course. Only one additional vehicle is permitted providing it is fit for purpose. Too many vehicles on the course is a hazard.

Volunteer Induction

Medical Conditions

As part of volunteering at Bribie Island Golf Club you are required to inform Management or the Superintendent of any medical condition, or medication that you are taking which may affect your ability to complete any task or use any equipment safely.

Stray Golf Balls

You are likely to come across other golfers playing on the course. During these times, you must be vigilant and keep an awareness for stray golf balls. Hard hats are available in the greens shed and you are encouraged to wear them. If a golfer is teeing off or hitting on the range, you are required to allow them to play through and stand in a safe area.

Drugs and Alcohol


Alcohol consumption or illegal drug use is **not permitted** before or during any volunteer work at the Golf Club. If you consume any alcohol or illegal drugs before or during volunteer work you are not permitted to use any equipment (tools, tractors, gators etc) and you must not complete any more work that day.

If you are taking medication for any reason which may affect your capacity to work safely you are obliged to inform the Superintendent or Management of the Club before completing any work. A decision will then be made regarding suitable duties (if any) that you may partake in.

First Aid

In the event of injury, the following response must be followed:

1. Each group will have a portable first aid kit with them.
2. Leave your contact details at the sign in sheet so we can contact your group.
3. Contact a first aid officer by calling the Superintendent or Administration on the below numbers.
4. If necessary call an ambulance directly on 000.
5. Injured person/s must only be transported in an ambulance and not in a person's car, unless an ambulance is not available (take advice from the QAS).
6. If a member of the public is a doctor, nurse, or paramedic and they make themselves known, they may assist (in normal circumstances we will rely on the QAS for advice).

<p>First Aid Kits Located:</p> <ul style="list-style-type: none"> • Administration Office • Pro Shop • Bar • Superintendent's Office 	<p>First aid kits are identified with this sign:</p> 
<p>First Aid Officers Contact Details</p> <ul style="list-style-type: none"> • Superintendent: • Office: (07) 34081457 	

Volunteer Induction

Incidents & Injuries

- ALL hazardous incidents must be reported to the Superintendent, General Manager or Heath.
- The Superintendent will record the incident on a hazard/incident report form.
- All incidents will be reviewed, and control measures will be implemented.
- Failure to report any incidents, injuries, or near misses may result in you not being permitted to return to volunteer duties.

Personal Protective Equipment

As a volunteer at the Golf Club you must be wearing the Personal Protective Equipment when completing any task on the course. The following listed PPE items are the minimum requirement

- Long Pants
- Steel Capped Shoes (or shoes with protective toes)
(The only exception to this – Gardeners who are using small hand tools, i.e clippers, and not working near others doing heavier work. Fully covered shoes are still required).
- Eye Protection
- Gloves
- Hat/Sun Protection
- In addition – someone in your group must have a phone or communication device on you which makes you contactable at all times.



Additional PPE is required depending on the equipment you are using. These PPE items are outlined in the Safe Work Procedures for that equipment.

Volunteer Induction

Safe Work Procedures

Before any item of equipment can be used by a volunteer they must be deemed competent by the Superintendent of the 2IC. When deemed competent, the volunteers name will be recorded in the training register. Until they are recorded in the training register as being competent they are not permitted to use any item of equipment, tools, or machinery.

Safe Work Procedures look like this:

	10. <u>Kubota</u> - Gator John Deere	
Images		
Hazards	<ul style="list-style-type: none"> - Interaction with plant and people - Driving on slippery or uneven grounds - Lose items in tray falling onto the driver or passenger 	
Risks	<ul style="list-style-type: none"> - Uncontrolled movement of vehicle - Personal injury 	
Risk Assessment	Y	Date: 10.08.15
Risk Rating	Medium	
Control Measures	<ol style="list-style-type: none"> 1. All operators must be trained and deemed competent prior to unsupervised used of this vehicle. 2. Ensure you are wearing eye protection, hearing protection, steel capped shoes, and sun protection. 3. Always engage park brake when parked. 4. Do not drive up steep slopes. 5. Do not put more than <u>300kg</u> in the carry tray. 6. Items in the tray must be secured. 7. Do not allow any tools or equipment to be overhanging into driver/passenger cabin. 8. Passengers are not to ride in the tray. 9. Be careful driving down hills (always reduce speed and feather the brake). 10. Do not drive across slopes, only up or down in direction of the slope. 11. Do not get on or off the gator while it is in motion – it must come to a complete stop before getting on or off. 12. Keep all limbs in the confines of the passenger/driver cabin while moving. 	
Residual Risk Rating	Low	

After being instructed on equipment use you will be required to sign the Training Register.

Volunteer Induction

The Course Layout looks like this



Hazards to Note: (to be advised by the superintendent)

- Water Ways
- Bridges
- Steep Slopes
- Exposure to Sun & Dehydration
- Snakes, Spiders and Insects
- Stray Golf Balls
- Working Around Other Vehicles

Volunteer Induction

Electrical Safety

All Volunteer's electrical equipment must be tested and tagged as required by legislation.

- Equipment should have a TEST tag on it (do not use equipment not tested and tagged).
- Never use piggy back leads or double adaptors.
- Check for defects such as frayed cords etc.
- Access to electric supply, control cabinets is strictly prohibited unless you are an authorised person.
- Always take extreme care when using electrical equipment around or near water.
- If there is a scenario whereby an electrical lead is required to cross a passageway or access way, then it MUST be managed in a way to eliminate any trip hazards.

Chemicals

- You are not permitted to handle any chemicals on this Golf Course unless given specific permission from the Superintendent or 2IC.
- The Superintendent or 2IC will give clear instructions on how to use the Chemical and will prepare them safely before you are authorised to handle them.
- Additional Personal Protective Equipment is required to be worn when handling chemicals. These PPE requirements will be explained to you by the Superintendent or 2IC.
- You are required to comply with the safety information on the chemical label and Safety Data Sheet. This information will be provided to you by the Superintendent or 2IC.
- Any person that use the knapsack sprayer must be deemed competent before use.

Emergency

In the case of an emergency situation remember the following Evacuation Procedure:







1. **REMOVE** People from Immediate Danger
2. **ALERT** Staff, Public, and the QFRS
3. **CONFINE FIRE & SMOKE** – close doors and window (if safe to do so)
4. **EXTINGUISH** or control fire (if safe to do so)
5. **ASSEMBLY POINT** – move to assembly point

The **Emergency Assembly Point** is located on the Practice Putting Green.

Volunteer Induction

Classes of fire

Fuels are divided into six classes. This method of categorising fuels into classes can help you with identification of the type of extinguishing medium required to extinguish a particular class of fire.

	<p>Class A fires – are those which involve carbonaceous solids. A carbonaceous solid is one which contains the chemical element carbon as the basic fuel. This is probably the most common type of fire encountered by firefighters.</p> <p>Examples: Wood, paper, cloth, rubber, plastics, grass, coal.</p>
	<p>Class B fires – involve flammable and combustible liquids.</p> <p>Examples: Petrol, kerosene, oil, tar, paint, wax.</p>
	<p>Class C fires – involve combustible gases.</p> <p>Examples: LPG – liquefied petroleum gas, butane, propane; LNG – liquefied natural gas, acetylene.</p>
	<p>Class D fires – involve combustible metals.</p> <p>Examples: Sodium, potassium, magnesium and aluminium shavings.</p>
	<p>Electrical Fires – there is no 'official' Class E fire. Electricity is not a fuel; it does not burn like a fuel. However, it is a dangerous complication at a fire, because it is a source of heat and potential electric shock.</p>
	<p>Class F fires – involve cooking oils and fats.</p> <p>Examples: Lard, vegetable oils</p>

Which one should I buy for my home?

Dry Chemical Powder (AB(E))

This type of extinguisher is suitable for most household fires due to its effectiveness against most types of fires.

A one kilogram Dry Chemical Fire Extinguisher will last approximately 10 to 12 seconds.

Positioning

Fire extinguishers in the home should be stored so they are easy to get to but are away from areas likely to catch fire. For example, locate the fire extinguisher at the entrance to the kitchen, not inside the kitchen.

Recommended Maintenance

- Choose a fire extinguisher approved by Australian Standards.
- Monitor the pressure gauge to ensure correct pressure.
- Shake it occasionally to prevent the powder from settling.
- Ensure you read and follow the manufacturer's instructions.

How do I use a fire extinguisher?

The easiest way to remember how to use a fire extinguisher is PASS.

<p>Pull the pin at the top of the extinguisher.</p> <p>Note: Hold the extinguisher by the bottom handle to allow easy removal of the pin.</p>	
<p>Aim the nozzle towards the base of the fire.</p>	
<p>Squeeze the handle to discharge the extinguisher.</p>	
<p>Sweep the nozzle from side to side aiming at the base of the fire</p>	

Australian Standards

AS/NZS 1841.1:2007 - Portable fire extinguishers - General requirements

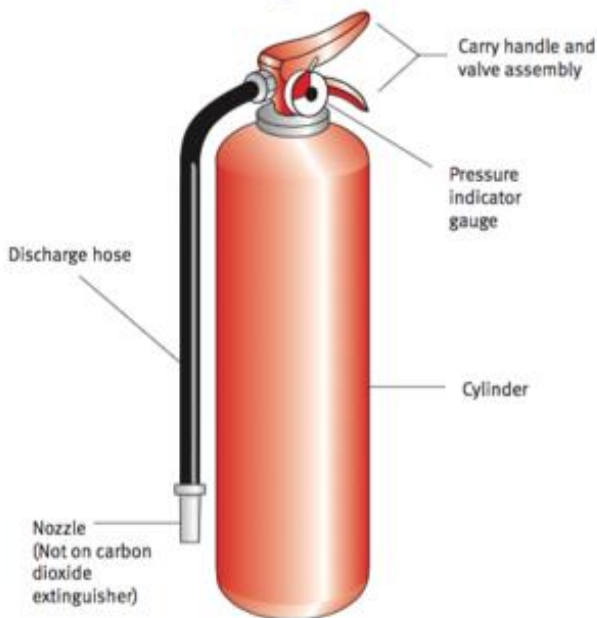


Volunteer Induction

FIRE EXTINGUISHERS

The purpose of this document is to provide information relating to fire extinguishers as a domestic fire safety measure.

Parts of a fire extinguisher



Use a fire extinguisher ONLY if:

- you know that the extinguisher is suitable for use on the flammable materials involved in the fire;
- you have considered whether electricity is possibly involved and, if so, that the available extinguishing agent is non-conducting;
- you can extinguish the fire quickly;
- you are not putting your safety at risk by staying in the vicinity of the fire; and
- all other persons have been evacuated from the area.

Types

Fire extinguishers have a **coloured band** to denote their contents. They are:

- Red (water) (No band, all red)
- Blue (foam)
- White (powder)
- Black (carbon dioxide)
- Yellow (vaporising liquids)
- Oatmeal (wet chemical)

Type of Extinguisher	Colour of band	Suitable for (class of fire)	Comments
Water	All Red	A	Not safe on other classes of fire.
Foam	Blue	BA	Not safe on other classes of fire.
Powder	White	B, (E)	'AB(E)' type powder is also suitable on Class A fires.
Carbon dioxide	Black	(E), B	Beware of discharge pressure. Has a noisy and cold discharge.
Vaporising liquid	Yellow	(E), A, B	Older types (BCF) have been withdrawn from general use.
Wet chemical	Oatmeal	F, (A)	Older types (BCF) have been withdrawn from general use.

Volunteer Induction

Personal Information

Pre-Existing Medical Conditions or Injuries (please tick):

- Asthma
- Diabetes
- Epilepsy
- Low Blood Pressure
- High Blood Pressure
- Heart Condition
- Other: _____

Emergency Contacts/Next of Kin:

Name:		Relationship:	
Phone:			
Name:		Relationship:	
Phone:			

Volunteer Declaration

You are required to sign this declaration and return it to Administration or the Course Superintendent before you are entitled to work here.

I have read and understand the information contained within this induction document (page 1 to 9). I agree to comply with the policies and procedures as outlined in this induction document. I agree to **sign in and out** of the club each time I attend for volunteer work.

Volunteer Name: _____

Date of Birth: _____

Address: _____

Signature: _____

Date: _____

Mobile Contact Number: _____